

Management System: Personal Property Management**Subject Area: Federal Personal Property Management****Procedure: Government Motor Vehicle Use****Issue Date and Revision Number:**

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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) organizations and may be adopted by an Environmental Management (EM) small site or supported site, at their discretion.

2.0 Required Procedure

The purpose of this procedure is to establish an EMCBC policy for managing the use of Government (General Services Administration [GSA]-leased) motor vehicles.

Government motor vehicles are for Federal employees and contractors for official use only. No family members (unless family member's travel is directly related to official business), friends, strangers, or hitchhikers are permitted in the Government vehicle while you are on local or Temporary Duty (TDY) travel.

Vehicles are to be operated in a manner that avoids even the appearance of impropriety.

Operators of EMCBC Fleet Vehicles must possess a valid state issued driver's license.

31 USC 1349(b) provides for the suspension from duty of any officer or employee of the Federal Government who willfully uses, or authorizes the use of, a Government passenger motor vehicle for other than official purposes. The suspension is:

- Issued by the head of the department concerned
- Without compensation
- For not less than one month, (the suspension may be for a longer period or the officer or employee summarily removed from office if circumstances warrant).

Step 1	The Requestor/Traveler should first call the Office of Technical Support and Asset Management (OTSAM) Secretary or the EMCBC Fleet Manager to confirm that a vehicle is available during the time travel is required.
Step 2	If a vehicle is available, the requestor then accesses the EMCBC Services Web Site and downloads the EMCBC Fleet Vehicle Reservation Request Form and completes the form.
Step 3	After the requestor's Supervisor approves the Reservation Request Form, the form can be emailed in PDF format to the OTSAM Secretary or EMCBC Fleet Manager.
Step 4	The requestor will receive an email to confirm the reservation which will include the license plate number of the vehicle that has been reserved.
NOTE	When an employee on temporary duty (TDY) is authorized to travel by Government motor vehicle and in the interest of the Government, is scheduled to depart before the beginning of regular working hours, or if there will be a significant savings in time, a Government motor vehicle may be issued at the close of the preceding working day. Similarly, when scheduled to return after the close of working hours, the motor vehicle may be returned the next regular working day. This must be approved in advance by the Vehicle Operator's supervisor. The OTSAM Secretary or EMCBC Fleet Manager must be provided a copy of the approval prior to picking up the vehicle.
Picking Up the Vehicle	
Step 5	On the day of travel, the traveler will pick up the vehicle log book from the OTSAM Secretary or designee.
Step 6	Traveler must inventory the vehicle log book to ensure log book contains the following: <ul style="list-style-type: none"> • Vehicle Keys • Fleet Credit Card • Chiquita Parking Garage Key Card • Vehicle Pre-Operation Inspection Log • EMCBC-GSA Vehicle Use Log
Step 7	Traveler must refer to the Alternative Fueling Station Locator at http://www.afdc.eergy.gov/afdc/locator/stations .
Step 8	The traveler must plan their route using the Alternative Fueling Station Locator to determine the most convenient alternative fueling stations along the route to the traveler's destination. Alternative fuel (Ethanol/E-85) must be used in all EMCBC Fleet Vehicles when reasonably available. Fuel is considered reasonably available when the fueling

	station is within 5 miles of the route traveled.
Step 9	The traveler must perform an inspection of the vehicle using the Vehicle Pre-Operational Inspection Log provided and annotate any deficiencies on the form.
Step 10	Adjust seat.
Step 11	<p>Start the vehicle and exit the Chiquita Parking Garage using the Key Card provided.</p> <p>Note: Key Cards are only to be used for GSA car parking. Key Cards are NOT to be used for parking personal vehicles.</p>

Operating the EMCBC Fleet Vehicles

Step 12	<p>The operator of an EMCBC Fleet Vehicle is responsible for its proper use, maintenance and protection by following the do's and don'ts:</p> <p><u>Do</u></p> <ul style="list-style-type: none"> • Drive defensively and safely • Fasten Safety Belts. It is the law! • Use both the rearview and side-view mirrors as well as the turn signal, before moving from one lane to another. • Use hazard lights when the vehicle becomes disabled or when stopping for an emergency on the side of the highway or any other public road. Each vehicle is equipped with an emergency kit (located in the truck) which contains safety flares and other safety equipment. • Obey all traffic laws. The operator is personally responsible for paying any fines related to citations or tickets received as a result of the operator violating any traffic laws (i.e., moving violations, such as speeding or disobeying traffic lights and signs). • Lock all doors and carry the keys and credit card when leaving the vehicle unattended. • Maintain the vehicle in good condition. For example, if it runs low on washer fluid, please fill it. If it needs to be washed, please drive it through a car wash. • While in TDY status, the traveler is authorized to use the vehicle for incidental stops at restaurants and stores to purchase provisions. <p><u>Don't</u></p> <ul style="list-style-type: none"> • Do not use your cell phone while driving. The use of a cell phone while operating a government vehicle is discouraged. EMCBC employees must obey all state and local laws pertaining to the use or prohibition from use of any wireless
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	<p>telephone equipment.</p> <ul style="list-style-type: none"> • Do not use tobacco products in EMCBC Fleet Vehicles. • Do not use the vehicle for private business, personal errands, or recreation. Avoid creating any perception of misuse. • Do not use the vehicle for transportation to or from work or park it at un-authorized residences' without valid written authorization. • Do not transport family members, friends, strangers or hitchhikers. • Do not text or read text messages while operating a Government vehicle.
Fuel Purchases	
Step 13	Vehicle operators must purchase all fuel for the EMCBC Fleet Vehicles using the Fleet Credit Card assigned to the vehicle. Alternative fuels (E-85/Ethanol) must be used in flex-fuel vehicles when reasonably available.
Step 14	Vehicle operators should always check with the vendor to ensure the Fleet Credit Card is accepted. Never use your Government Issued Travel Card to purchase anything for the vehicle.
Step 15	Take note of the vehicle mileage before exiting vehicle.
Step 16	If using the pay at the pump method insert the Fleet Credit Card into the credit card reader.
Step 17	Enter vehicle mileage.
Step 18	Enter the driver's ID number (or pin).
Step 19	Select fuel and pump.
Step 20	After pumping fuel, retrieve the receipt. Place the receipt in the log book.
Maintenance and/or Repairs, Emergency Supplies and Services	
Step 21	The Fleet credit card can be used for non-fuel items under \$100 such as oil, windshield washer fluid, ice scrapers, car washes and other related supplies and services. Never use your Government Issued Travel Card to purchase anything for the vehicle.

Step 22	For other maintenance and repairs, contact the Maintenance control Center at 1-866-400-0411.
Step 23	Personal items such as food, tobacco products or beverages are not authorized purchases using the Fleet Credit Card.
Accidents	
Step 24	The Vehicle Operator or passenger should call 911 and request emergency services to request assistance with injuries or other medical conditions.
Step 25	<p>The vehicle operator must report accidents, theft or vandalism related to the EMCBC Fleet Vehicles by using the Accident Reporting Forms (SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness) located in the glove box. The vehicle operator must also:</p> <ul style="list-style-type: none"> • Report accidents and incidents to your supervisor and the EMCBC Fleet Manager within 24 hours of the accident occurrence. • Provide the Accident Reporting Form and Statement of Witness Form to the EMCBC Fleet Manager within 5 calendar days. • If the accident involved a third party or involved injuries a police report must be submitted to the EMCBC Fleet Manager.
Before Returning A Vehicle	
Step 26	The vehicle operator should observe the fuel level in the vehicle prior to returning the vehicle to the Chiquita Parking Garage. If the fuel level is below ½ full the vehicle should be refueled following Steps 14 – 21
Returning a Vehicle to the Chiquita Parking Garage	
Step 27	The vehicle must be returned to the Chiquita Parking Garage after each trip.
Step 28	The vehicle operator must use the Chiquita Parking Garage Key Card to activate the gate to enter the parking garage.
Step 29	After parking the vehicle the vehicle operator will complete the EMCBC-GSA Vehicle Use Log by entering the vehicle's ending mileage as indicated on the odometer and the parking space number (so that the next user can easily locate the car).

Step 30	The Vehicle Operator and passengers must remove all their personal items and all trash before exiting the vehicle.
Step 31	The Vehicle Operator must ensure that all windows are closed and all doors are locked.
Returning the vehicle keys, credit cards and log book	
Step 32	The Vehicle Operator returns the vehicle keys, credit card and log book to the OTSAM Secretary or designee.
Step 33	The OTSAM Secretary will maintain the log books, keys, Fleet Credit Card and parking garage key card in a locked cabinet when not in use.

3.0 References – Forms/Attachments/Exhibits

3.1 References

- 41 CFR 102, Federal Management Regulation
- 41 CFR 109, Property Management Regulations
- 41 CFR 102-5, Home to Work Transportation
- 31 USC 1349(b), Adverse Personnel Actions
- 18 USC 641, Public Money, Property or Records
- Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving

3.2 Forms

- FM-OTSAM-580C-01-F1, Fleet Vehicle Reservation Request Form
- FM-OTSAM-580C-01-F2, Vehicle Pre-Operation Inspection Log
- FM-OTSAM-580C-01, F3, EMCBC GSA Vehicle Use Log

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the EMCBC Office of Technical Support and Asset Management File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
GRS 10-01-A/B	Motor Vehicle Operating and Maintenance Records: includes GSA Vehicle Use Log, EMCBC Vehicle Operation Inspection Log, Fleet Vehicle Reservation Request Form, Fuel Receipts, Receipts for non-fuel items, etc.	Office of Technical Support and Asset Management	N/A
GRS 10-05	Motor Vehicle Accident Files	Office of Technical Support and Asset Management	N/A

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Government Motor Vehicle Use

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Procedure in new format	All	1/23/14